



DIPLOMA

PROGRAM LENGTH

Daytime Program: 50 weeks

24 weeks academic study + 24 weeks unpaid work experience + 2 weeks academic study (post-placement feedback)

Evening Program: 92 weeks

48 weeks academic study (includes scheduled breaks) + 40 weeks unpaid work experience + 4 weeks post-placement study

Note: During Dec-Jan holiday season, co-op start dates could be delayed, and/or hours reduced due to holiday business schedules.

ENTRY REQUIREMENTS

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling.
- International students must demonstrate an advanced level of English with our online written test and arranged speaking interview.

Note: the online test is exempt if iBT 80, IELTS 6.5, or ILSC Advanced 1 is presented.

If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.

2015 START DATES

Daytime Program: Jan 5, Jan 26, Feb 23, Mar 23, Apr 20, May 19, Jun 15, Jul 13, Aug 10, Sep 8, Oct 5, Nov 2, Nov 30

Evening Program: Jul 27, Sep 21, Nov 16

2015 FEES

Registration fee:	\$150
Tuition:	\$8,840
Material fee:	\$750
Co-op Service fee:	\$825

Co-op Service includes:

Documentation support, interview and job preparation, résumé building, explanation of government reporting procedures, arranged interviews for unpaid co-op positions, and monitoring during the placement portion of the program.

The student is responsible for the payment of any government fees related to the application for a work permit and the extension of study permit.

All fees are in Canadian dollars.

DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT CO-OP

AVAILABLE IN
VANCOUVER

- Strengthen your résumé with Canadian career experience
- Small interactive classes encourage a dynamic participatory learning environment
- Programs taught by industry professionals and highly-qualified instructors
- Graduates of this program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management
- Co-op placement service supports students to secure an unpaid co-op position in a field relevant to their studies

PROGRAM DESCRIPTION

Graduates will gain an excellent understanding of the essentials of business management. This program prepares students to enter the world of business management and looks at the current global business environment. Students will discuss global issues, prepare presentations, do team projects, and extend their research skills.

Graduates of the program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management.

CO-OP WORK PLACEMENT: Co-op work placements are unpaid, and must align with the learning objectives of your program to qualify you for graduation. Greystone co-op coordinators will arrange up to 2 interviews for you with potential employers who can provide unpaid co-op positions relevant to your program. The Work Placement Skills course will help prepare you for success in your interviews, and on the job. Co-op placement hours cannot exceed study hours.

PROGRAM SCHEDULE

DAYTIME PROGRAM SCHEDULE

Students taking the daytime program will follow the same course schedule from 9:00 AM–2:30 PM every week throughout their entire 50 week program. Additionally, during 4 weeks of the program, students will take the Work Placement Class to prepare for their co-op. After completing the final course, students start their co-op placement then return to Greystone College for 2 weeks of Post Placement Study, and graduation.

24 WEEKS ACADEMIC STUDY		24 WEEKS CO-OP	2 WEEKS POST PLACEMENT STUDY	
MON-THU	FRI	VARIES	MON-THU	FRI
9:00 AM–12:00 PM Class			9:00 AM–12:00 PM Class	
12:00–1:00 PM Lunch	No Class		12:00–1:00 PM Lunch	
1:00–2:30 PM Class			1:00–2:30 PM Class	
2:45–4:00 PM Work Placement class 4 weeks only			No Class	

EVENING PROGRAM SCHEDULE

Students taking the evening program will begin their program with 2 weeks in the Work Placement Skills Course before taking their first 6 week academic course. After every 6 week course, students will take a 2 week break before starting their next course. After completing the final course, students complete their co-op placement then return to Greystone College for 4 weeks of Post Placement Study, and graduation.

48 WEEKS ACADEMIC STUDY			40 WEEKS CO-OP	4 WEEKS POST PLACEMENT STUDY
MON-THU			VARIES	MON-THU
5:15–6:30 PM Work Placement Skills: Part 1* (2 weeks)	5:15–9:00 PM Course (6 weeks / course 36 weeks total)	Scheduled Break 2 weeks between each course (8 weeks total) + Work Placement Skills: Part 2 (2 weeks**)		5:15–9:00 PM The Next Step** (4 weeks)

**If space allows, students may repeat the Work Placement Skills: Part 1 any time throughout their program. The Work Placement Skills course runs every 8 weeks, during the scheduled break.*

***In December, the break is 1 week long. The Work Placement Skills course will not run during this session; however, if required, students will be able to take the course 1 session before or after.*



LEVEL REQUIREMENT B1 B2 B3 B4 I1 I2 I3 I4 **A1** A2 A3

B=Beginner I=Intermediate A=Advanced



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EMPOWERING THROUGH EDUCATION

LANGUAGE SCHOOLS

COLLEGES

TEACHER TRAINING

CORPORATE TRAINING

CONTINUING EDUCATION

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DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT CO-OP COURSES

COURSE NAME		DESCRIPTION
CORE PROGRAM COURSES	International Business	This course introduces students to globalization and to the value-adding activities of businesses in the current global economy. We discuss the impact of national cultures on doing business globally. In addition, we examine the external forces that impact businesses, international organizations, legal and labour forces in the global context. The course touches on strategic alliances and the impact of rapid environmental changes on strategic planning for international business.
	Marketing	This course is designed to provide students with an introduction to marketing concepts and terminology. It examines the importance of marketing within organizations and society in general. Students will study the major components of a marketing plan, the marketing mix and consumer relationships. They will learn how to address the basic needs of companies in planning, developing, and managing products, distribution channels, promotion and pricing.
	Organizational Behaviour	This course introduces students to the concepts of organizational behaviour and their application in today's business environments. Students will develop insights into how the behaviour of individuals and groups impact organizations. Further, they will learn to apply the theories and concepts of organizational behaviour to develop effective managerial competencies in such areas as teamwork, motivation, decision making and leadership.
	Managerial Communications	The ability to communicate well is an essential requirement for all employees of an organization. In this course we explore the importance of communication in business and cross-cultural environments; students also compose various forms of written communication and prepare and deliver a formal business presentation.
	Introduction to Management	This course introduces students to the concept of management by exploring the roles and functions of managers in a business environment. The purpose of the course is to enhance the students' understanding of the elements of the management processes of planning, organizing, directing and controlling organizational activities. The course is designed to build a foundation of knowledge needed in future management courses.
	Business Law	The course provides students with an overview of business law and an understanding of basic legal terminology. Since contracts form the heart of business operations, a significant portion of the course is dedicated to contract law and various legal issues arising from contract disputes. Class topics and discussions will draw on examples from current news media reports on legal cases. Knowledge of the court system includes field trips to the law courts.
CO-OP PREPARATION	Work Placement Skills	In this course, students will prepare for the Canadian workplace. This course is very useful to students registered in a co-op program. It rapidly prepares students to apply for jobs and ensures their résumés and cover letters are to the business standard. Additionally, it helps students through the process of applying for a tax file number (SIN).
POST CO-OP FOLLOW UP	The Next Step	This course follows up with students after their work placement. It provides the student with a new perspective of their goals and achievements and prepares them to take the next step when they leave the program.

CO-OP POSITIONS COULD INCLUDE THE FOLLOWING

- Banking
- Event Marketing
- Marketing/Market Research
- Finance/Accounting
- Human Resources
- International Trade/Logistics

WHAT IS THE CIM?



The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute is dedicated to the enhancement of managerial skills and professional development.



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